

Appendix N

LETTER FOR CRIMINAL FILE SEARCH

<date>

MI Department of State Police
Central Records Division
Freedom of Information Unit
7150 Harris Drive
Lansing, MI 48913

RE: CRIMINAL HISTORY FILE SEARCH

Please search your files for conviction information on employee listed below:

Name:

Date of Birth:

Race and Sex:

Social Security:

Driver's License:

Requested by:

Jane Doe
Personnel Administrative Assistant
State Court Administrative Office
P.O. Box 30048
309 N. Washington Square
Lansing, MI 48909